

Fireworks Accela Account Creation

If you are new to selling fireworks or you haven't sold Fireworks since 2017, you will have to create an account in **Accela** to complete an application to sell Low Impact and or Consumer Grade Fireworks.

This tutorial will give you detailed directions on how to set up your account.

If you have any questions or concerns, please email us at fireworks@michigan.gov or give us a call at 517-335-4058.

Thank you,

Fireworks Staff

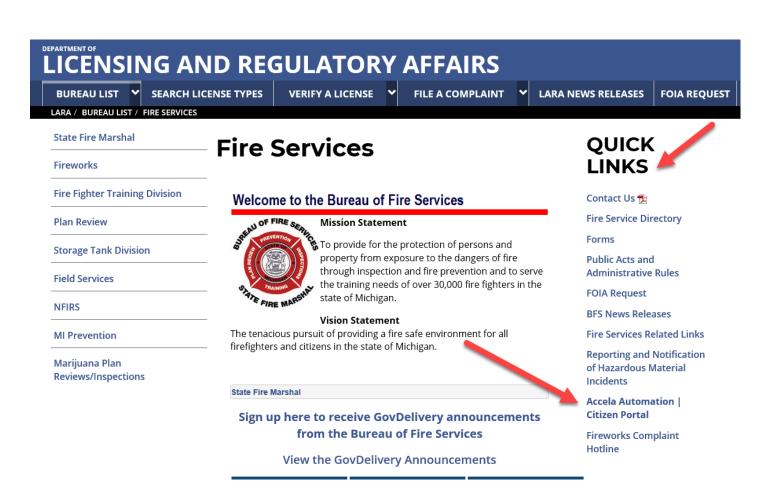


To get started you will want to go to: https://www.michigan.gov/bfs

Then under Quick Links, you will want to click on Accela Automation- Citizen Portal on the right-hand side.

or

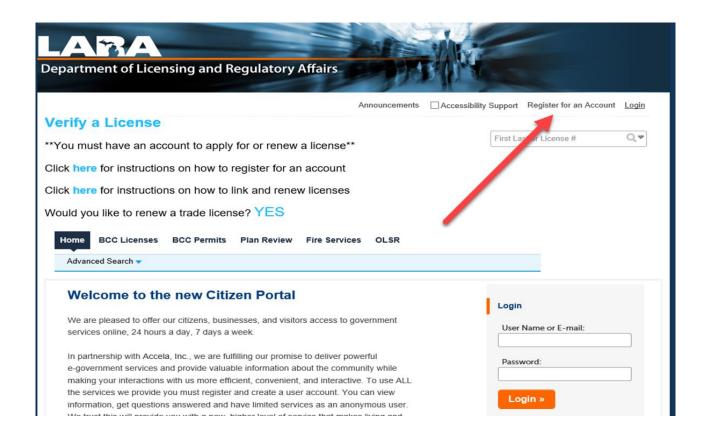
Click here to get to : Accela Automation Citizen's Portal





Once you have clicked on the Accela Portal Link-

You will have to click on Register for an Account at the top of the page or click this link.





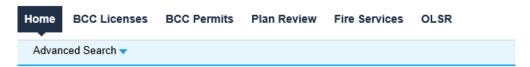
Please review and accept the terms.

Click on:

"I have read and accepted the above terms".

Click on:

Continue Registration



Account Registration

You will be asked to provide the following information to open an account:

- · Choose a user name and password
- · Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

All trademarks and copyrighted information contained in or

I have read and accepted the above terms.

Continue Registration »



Next you will fill out all the information on this page.

The email address that you submit here, will be the email that the Bureau will send communications to and where the Certificate will be issued.

After completing the login information: Click on:

Add New Contact

This is the person that we will contact if there are any issues with the Account (not necessarily the application).

Account Registration Step 2: Enter Your Account Information

Login Information

| User Name: | (? |
|---|----|
| Fireworks | |
| | |
| E-mail Address: | |
| fireworks@gmail.com | |
| Password: | (? |
| ****** | |
| * Type Password Again: | |
| ****** | |
| Enter Security Question: | |
| Favorite color | |
| Answer: | |
| Green | |
| Phone: | |
| 123-456-7891 | |
| Receive SMS Messages | |
| Contact Information | |
| | |
| Choose how to fill in your contact information. | |
| Choose how to fill in your contact information. | |
| Add New Contact | |



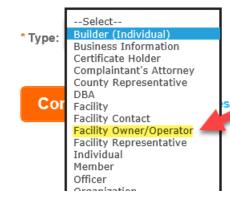
When selecting Contact type, use Facility Owner/ Operator.

Owner Contact Information:

If you pick "Individual", you won't be able to submit a Company Name.

If you pick "Organization", you won't be able to enter first and last name but will be able to enter DBA/ Trade Name.

Select Contact Type



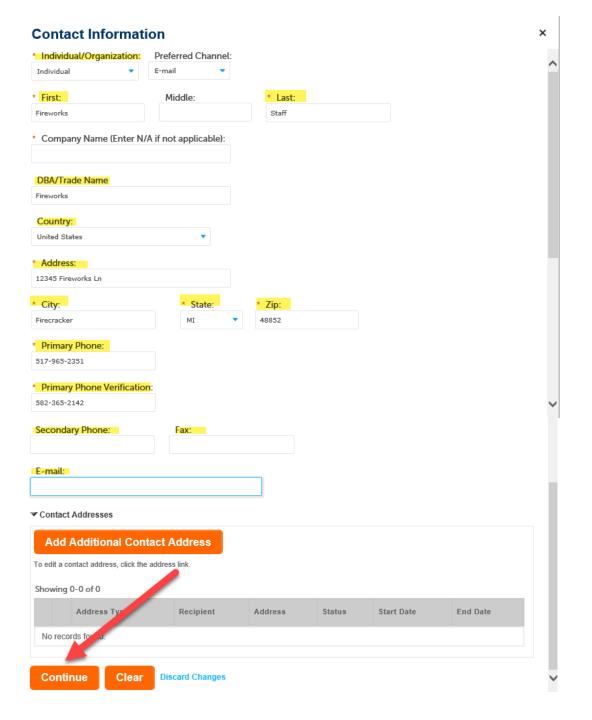
Contact Information

| | Preferred Channel: | |
|-----------------------|------------------------|---------|
| Select Individual | Select ▼ | |
| Organization | | |
| First. | Middle: | * Last: |
| | | |
| * Company Name (Enter | /A if not applicable): | |
| | | |
| | | |
| DBA/Trade Name | | |
| | | |
| Country | | |
| Country: | | |
| | | |



Complete all the required fields and then click on Continue.

Required Fields will have a red asterisks * next to them.

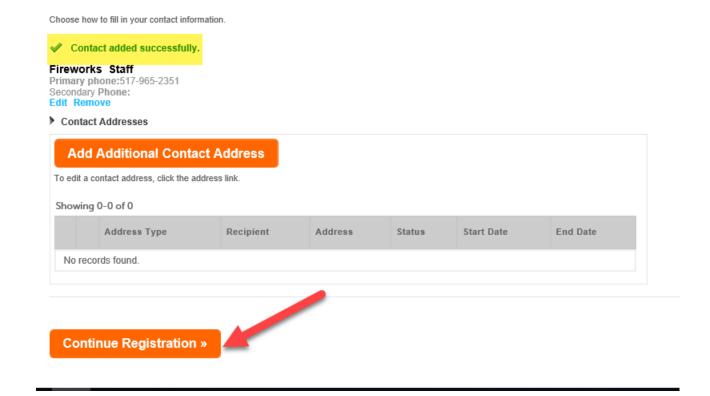




You should have a green check mark that says "Contact added successfully" if your contact was accepted.

Review that your contact information is correct.

Click on: **Continue Registration**





Now you have completed the Accela Creation and can start applying for Fireworks.

